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# Ministry of Tourism and Recreation Planning, and Capital Programs

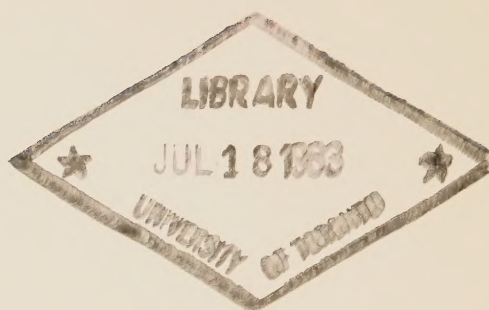
For Recreation, Sports, and Fitness



Ministry of  
Tourism and  
Recreation

Province of Ontario  
Queen's Park  
Toronto, Canada  
M7A 2E5

Hon. Reuben C. Baetz  
Minister  
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Deputy Minister



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Cette publication est aussi disponible en français auprès de votre bureau local du ministère du Tourisme et des Loisirs.





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FOREWORD

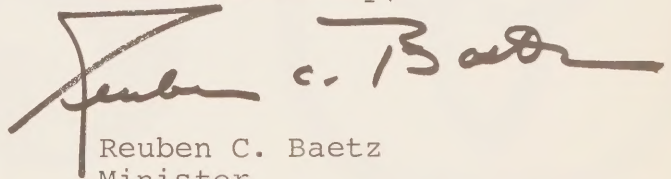
It is with pleasure that I announce the 1983-84 Ministry of Tourism and Recreation Planning, and Capital Programs for recreation, sports, and fitness.

My objectives for these programs are clear: I want to encourage and support your efforts towards achieving new standards of excellence in recreation, sports and fitness activities through improved and well-planned community facilities.

The 1983-84 Planning, and Capital Programs will support outstanding initiatives to strengthen recreation, sports, and fitness services in Ontario. The programs will enable your community to set the basis for increased co-ordination and effectiveness between municipal recreation services and local organizations. It will assist in the renovation of those recreation facilities that are now less able to meet the needs of your community. And, it will encourage new and innovative responses to changing social and economic conditions.


I look forward to working with you in our joint endeavour to build the recreation services that our well-being requires.

Yours sincerely,



Reuben C. Baetz  
Minister

April 1, 1983



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## Introduction

The 1983-84 Recreation, Sports, and Fitness Planning and Capital Programs

The purpose of this program guide is to provide you with detailed information on the Ministry of Tourism and Recreation's 1983-84 Recreation, Sports, and Fitness Planning and Capital Programs.

In the introduction you will find a brief description of the three Planning and Capital Programs. This will help to identify which programs may be of interest to your community and what the appropriate deadlines are.

Then, for further information on a particular program make use of the detailed program information in this guide.

In all cases, further assistance is available to you. For information and application forms, contact your Community Programs consultant at the local Ministry of Tourism and Recreation office serving your area. A complete list of Ministry offices is found at the end of this guide.



## Community Recreation Planning Program



The **COMMUNITY RECREATION PLANNING PROGRAM** supports planning activities that deal with future development of community-wide recreation services or focus on specific facility or operations issues. It will, therefore, enable the Ministry to assist those municipalities and organizations that want to adopt a *planned approach to capital development and recreation operations*.

## Community Recreation Centres Act



The **COMMUNITY RECREATION CENTRES ACT** will encourage municipalities to identify and carry-out *renovation* projects as priority projects for 1983-84. The Ministry, through the Act, will assist municipalities in their efforts to keep community recreation centres relevant to community needs by providing priority financial support for improvements to existing community recreation centres.

## Wintario Recreation, Sports, and Fitness Capital Program



The **WINTARIO RECREATION, SPORTS, AND FITNESS CAPITAL PROGRAM** will single out, as priorities, those projects that are *new and innovative* to the community. Both municipalities and community organizations will find financial support for outstanding projects that respond to the new community needs brought about by social and economic changes.





## Preparing to apply

You will need to make a careful analysis of your community in order to develop an application which can benefit your project. At very early stages, it is advisable to discuss the proposed project with your Community Programs consultant. This consultation will help you to identify the potential merits of your project and special concerns that may need attention.

## Applying

To apply for any of the three programs described in this guide, please read the section in this guide on that program, then obtain and complete a general "Application for a Grant" form and the special application form for the program to which you are applying.

The general "Application for a Grant" form and separate application forms for each of the three programs are available from your local Ministry of Tourism and Recreation office.

## Application process

1. Complete the general "Application for a Grant" form.
2. Complete the specific application form for the program for which you wish to apply. Note that each program has a different application form.
3. Check to see that each form is accurate and complete. Have you attached the additional information that is requested on the application form?
4. Send the completed "Application for a Grant" form and the specific program application form to the local Ministry of Tourism and Recreation office well before the program deadline. Your Community Programs consultant will confirm the receipt of your complete application.





## **Application Deadlines**

Please note the application deadlines for the:

Community Recreation Centres Act – September 15, 1983

Wintario Capital Program – September 30, 1983

Applications for the Community Recreation Planning Program will be accepted on a continuous basis.

A complete application is essential for the proper consideration of your project. Allow ample time for discussion in your community and with the Ministry.

## **Application assessment**

Applications for each program are carefully assessed according to the criteria established for the program. The Ministry understands the importance of each project. It seeks, within the funds available, to encourage those outstanding projects that will improve recreation, sports and fitness opportunities in Ontario.

## **Approval announcements**

The Minister of Tourism and Recreation will announce approved applications for the Community Recreation Centres Act and the WINTARIO Capital Program in January, 1984. Applications to Community Recreation Planning Program will be reviewed and decisions made on a continuous basis to March 31, 1984.

## **For further information**

Please contact your Community Programs consultant at the Ministry of Tourism and Recreation office serving your community. These offices are listed at the back of this guide.



## Program

## Eligible Applicants



### Community Recreation Planning Program

Municipalities, incorporated non-profit organizations, Indian band councils, school boards in unorganized territories and local service boards.



### Community Recreation Centres Act

Municipalities, Indian band councils, local service boards, school boards in unorganized territories and incorporated non-profit groups in unorganized territories.



### Wintario Recreation, Sports, and Fitness Capital Program

Municipalities, incorporated non-profit organizations, Indian band councils, local service boards or school boards in unorganized territories.



Eligible Projects	Priority Projects	Applicant Deadline	Review and/or Approval Announcements
<ul style="list-style-type: none"> <li>• Comprehensive plans</li> <li>• Feasibility studies</li> <li>• Operational reviews</li> </ul>	Planning studies that emphasize co-operation and co-ordination	Continuous to March 31, 1984	Continuous
Construction of: <ul style="list-style-type: none"> <li>• community halls</li> <li>• playing fields</li> <li>• tennis courts</li> <li>• indoor/outdoor pools</li> <li>• ski areas</li> <li>• indoor/outdoor rinks</li> <li>• fitness trails</li> <li>• gymnasiums</li> <li>• cultural centres</li> </ul>	Renovation of existing community recreation centres.	September 15, 1983	January, 1984
Construction of all types of recreation, sports and fitness facilities.	New and innovative community facilities.	September 30, 1983	January, 1984

# Preparing your project for an application

## Stage 1

Get started

- Identify community issues.
- Define problems.
- Select leaders.

## Stage 2

Gather information

- Collect data.
- Look at trends.
- Explore existing resources.

## Stage 3

Identify priority needs

- Get community input.
- Agree on short and long term goals.

## Stage 4

Analyze alternatives

- How can priority needs be met?
- Explore options with other agencies.
- Agree on an action plan.

## Stage 5

Refine plan

- Develop project budget.
- Prepare operating cost projections.
- Set administrative structure.
- Identify all funding sources.
- Continue to build community support.

## Stage 6

Follow through

- Obtain approvals.
- Submit application.



# You can plan recreation services

## Community Recreation Planning Program

### Contents

Overview

What are the aims of this  
program?

What is recreation planning?

Who may apply?

What projects will be  
considered?

What is the funding formula?

How do you apply?



# Overview

Does your municipality or organization face difficult tasks in the next decade? Does your community want to make better decisions? You may be able to benefit from the Community Recreation Planning Program funded by WINTARIO.

Community-responsive and financially-responsible recreation services are important to Ontarians. In order to encourage the development of improved community services, innovative recreation planning activities are assisted by the Community Recreation Planning Program.

This program supports efforts by Ontario municipalities and community organizations to improve their efficiency and effectiveness through increased co-operation and co-ordination. The program supports planning activities that provide decision-makers with better information about needs and resources.

Financial assistance from the Community Recreation Planning Program is available to share the costs of obtaining professional expertise to help plan the future development of recreation services. This guide contains important information about this program. Further information is available from your local office of the Ministry of Tourism and Recreation.

## What are the aims of this program?

The objective of the Community Recreation Planning Program is to increase the effectiveness of community recreation services in Ontario. It aims to assist municipalities and organizations to plan for:

- Better responses to community needs.
- More effective management of recreation services.
- Greater co-operation and co-ordination.
- The best use of community resources.

The Program is based on the understanding that planning is problem-solving, and that problem-solving is less difficult when problem issues are seen in the context of community-wide recreation services.

The municipality will likely play the leadership role in the development of community recreation services, but, many other interested agencies and organizations are involved.

The Community Recreation Planning Program aims to increase the effectiveness of recreation services by encouraging the alteration, renewal and integration of existing services and the co-operative development of future services. It is intended to support planning activities that, without its financial assistance, could not proceed.

WINTARIO funds are available to those projects that respect the following general principles:

**Dedication** – WINTARIO funds are dedicated to the support of physical fitness, sports and recreation.

**Sharing** – WINTARIO projects respond to community-supported initiatives shown by local endorsements, fund-raising and other efforts.



**Non-substitution** – WINTARIO funds are not intended to replace or relieve the responsibility of ongoing government programs in this field.

**Non-dependency** – projects must demonstrate the ability to cover any ongoing costs from other sources than WINTARIO.

**Non-Profit** – WINTARIO funds are intended for projects of broad public good. They cannot apply to situations which could be characterized as private gain.

**Accessibility** – the benefits of WINTARIO-supported projects are to be available to the community at large.

In addition to the general principles, the Community Recreation Planning Program is meant to support planning activities that place emphasis on:

**Community involvement** – it is important for your community to understand the present importance of their recreation services in order to plan the future directions of those agencies.

**Co-operation and co-ordination** – all community organizations and agencies who provide recreation services need to plan together.

**Focus on action** – planning leads to action because it helps your community to make decisions.

**Innovation** – the Community Recreation Planning Program encourages the use of new problem-solving approaches that are effective and suitable.

**Affordability** – the benefits of improvements to recreation services must be weighed against their immediate and long term costs in order to make responsible decisions.

## What is recreation planning?

Planning helps people to communicate about recreation services. Planning can aid members of your community in reaching a shared understanding of the facts and their feelings about those facts concerning recreation. Then a realistic decision can be made on which of several choices will benefit your community most.

Recreation planning is a problem-solving process. It involves setting goals and then examining how available physical, financial and human resources can be best used to reach those goals. The techniques and methods used must fit your situation.

Planning is building your community's understanding of recreation services in order to determine the best course of action in the future.

## Who may apply?

Municipalities, incorporated non-profit organizations, school boards in unorganized territories, Indian band councils or local service boards may apply for Community Recreation Planning Program financial assistance.

## What projects will be considered?

Planning studies of interest to the Community Recreation Planning Program fall into three broad areas:

**Comprehensive recreation plans** – broad future-oriented reviews of community recreation services, usually under the leadership of the municipality, that involve all community recreation service providers.

**Feasibility studies** – detailed examination of a specific need or issue, usually facility-related, that identifies the costs and benefits of several alternative courses of action.

**Operations assessments** – reviews of specific existing programs and facilities to identify ways to improve their efficiency and effectiveness.

The following activities are not eligible for support by the Community Recreation Planning Program:

site boundary and topographic surveys, detailed engineering investigations, preliminary architectural drawings, working drawings and specifications, the development of Official Plan policies or Official Plan amendments, and any planning study that does not have recreation as its focus.

## What is the funding formula?

The Community Recreation Planning Program shares up to a maximum of 50% of the costs of eligible planning studies in communities over 5,000 in population and up to a maximum of 75% in communities of 5,000 or less population. Eligible expenditures to be shared include the costs of:

- Consulting firms.
- Short-term staff members.
- Report presentation and printing which are necessary for the effective communication of the study results.

Note: donated labor is *not* eligible to be considered as part of the total costs of the planning study.

## How do you apply?

Financial assistance for recreation planning studies is obtained via the process outlined below. Please note the financial assistance is limited to recreation planning activities that are described in this guide. Also, that assistance is subject to the availability of funds.



1. **Need for planning** – you identify critical issues and determine that planning may lead to effective action. Your Community Programs consultant will be able to help in this pre-planning process.
2. **Definition of study** – discuss with your Community Programs consultant the scope and content of the proposed study and develop mutually-agreeable terms of reference for the study.
3. **Application** – you prepare and your Community Programs consultant accepts, as complete, the Community Recreation Planning Program application form, including the agreed-to terms of reference and the study cost.
4. **Decision** – the Minister of Tourism and Recreation examines the merits of your request and informs you of his decision with regard to your proposed study.

This is an outline of only the steps in the planning process that relate to financial assistance from the Community Recreation Planning Program. For assistance in other steps such as: setting-up the study team, writing the terms of reference, selecting a consultant, obtaining community input, implementation strategies and other concerns, rely on your Community Programs consultant.





# You can renovate community centres

Community Recreation Centres Act

## Contents

- Overview
- Who may apply?
- What projects will be considered?
- What is the funding formula?
- How do you apply?
- What are the terms and conditions?





# Overview

The *Community Recreation Centres Act* enables the Minister of Tourism and Recreation to provide financial assistance to municipalities and their equivalents who have established, by means of by-law, community recreation centres.

The following guide is a convenient summary of provisions of the *Community Recreation Centres Act*. For accurate references, please refer to the Act itself. Copies may be obtained from the Ministry of Tourism and Recreation office serving your community. (*Community Recreation Centres Act*, Revised statutes of Ontario, 1980, Chapter 80 as amended by 1982, Chapter 7, Sched. and Regulation 117, Revised Regulations of Ontario, 1980)

## Who may apply?

Eligible applicants for this program are limited to any municipality (or group of municipalities), local service boards, councils of Indian bands, boards of education in territories without municipal organization, approved corporations in territories without municipal organization.

Boards of education in organized areas are only eligible for assistance after April 1, 1975 to centres previously established.

## What projects will be considered?

Projects involving the erection, alteration, extension, acquisition by purchase, lease or otherwise, or the renovation of a community recreation centre are eligible for financial assistance.

Community recreation centres include:

- 1) Community halls,
- 2) Outdoor playing fields for multiple activities,
- 3) Regulation size tennis courts,
- 4) Indoor and outdoor swimming pools,
- 5) Downhill skiing facilities,
- 6) Outdoor or indoor skating arenas,
- 7) Fun fitness trails and facilities,
- 8) Gymnasiums,
- 9) Cultural centres.

Please note that in 1983-84 priority for funding will be given to projects leading to improved recreation opportunities through the renovation of existing community recreation centres.

## What is the funding formula?

The Act enables the Minister to provide financial assistance of 25 per cent of approved costs up to \$75,000. maximum per facility. Where there is an agreement for the joint establishment of a

community recreation centre each municipality is eligible for the above proportion of its contribution.

## How do you apply?

Applications for financial assistance under the *Community Recreation Centres Act* should be discussed with your Community Programs consultant. This discussion will help to identify the merits of the proposed project with respect to the priorities for funding under the Act.

Complete applications will be accepted by the Ministry during the period from April 1, 1983 up to and including September 15, 1983. Notification of funding approval will be announced in January, 1984, once all applications have been assessed.

## What are the terms and conditions?

The *Community Recreation Centres Act* establishes a number of terms and conditions affecting community recreation centres established and funded under the Act. These terms and conditions cover such areas as:

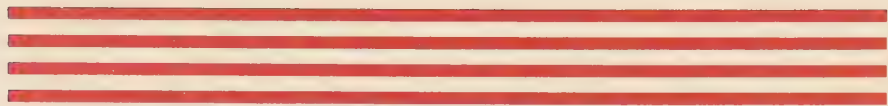
- By-laws or resolutions to establish a community recreation centre.
- Ownership of the community recreation centre.
- Application and payment procedures.
- Management of the community recreation centre.
- Assistance to councils of Indian bands and localities without municipal organization.

These and other terms and conditions are described in detail in the *Community Recreation Centres Act*. For accurate reference, please refer to the *Community Recreation Centres Act*, Revised Statutes of Ontario, 1980, Chapter 80 as amended by 1982, Chapter 7, Sched. and Regulation 117, Revised Regulations of Ontario, 1980.

Please contact your local Ministry of Tourism and Recreation office for further information.







# You can build new recreation, sports, and fitness facilities

Wintario Recreation, Sports, and Fitness Capital Program

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What projects will be considered?

What types of project costs are eligible?

What is the funding formula?

How do you apply?

How are capital projects assessed?

How will the balance of the project be financed?

What are the Ministry requirements for a selection/tendering process?

What will the operating costs of the facility be?

What are the terms and conditions?



# Overview

The Wintario Capital Program is designed to provide support for the development of new and innovative sports, fitness and recreational facilities across Ontario.

By new it is meant a sports, fitness or recreational facility where that facility did not exist in the community before.

By innovative, it is meant a facility with unique, novel, creative features that will enhance the sports, fitness or recreational pursuits of the people using such a facility.

This guide is designed to help you provide the ministry with information about your capital project. If you wish to discuss your idea, or if you have any questions concerning the guide, application forms, or other types of capital assistance available, please contact one of the offices of the ministry listed at the end of the guide. Completed forms should be sent to your local Ministry of Tourism and Recreation office.

## What are the aims of this program?

Projects which meet one or more of the following objectives of the Wintario Capital Program may be eligible for assistance if they:

- Stimulate the development of innovative projects which meet participant and community needs.
- Increase the skill and enjoyment levels of the participant/competitor.
- Encourage economic and operational viability.
- Increase quality and quantity of sport, fitness and recreational opportunities throughout the Province.
- Encourage and assist in providing opportunities for all members of the community to have equal access to sports, fitness and recreational programs and facilities.

## Who may apply?

Any municipality, incorporated non-profit organization, school board in unorganized territories, Indian band council, or local service board may submit an application for a Wintario Capital Grant. Non-profit organizations must have been incorporated at least one year prior to application. A resolution by the applicant organization approving the undertaking of the project and the application for Wintario assistance must be provided.

## What projects will be considered?

All WINTARIO Capital Grant requests to the Ministry are considered within the context of the following principles:

- Dedication principle** – WINTARIO funds are dedicated to the support of sports, fitness, and recreational activities and facilities in Ontario.
- Share principle** – WINTARIO projects are intended to respond to community supported initiatives, as evidenced by locally-raised contributions of monies, efforts and other resources.



**Non-substitution principle** – WINTARIO funds are intended to enhance our capacity to promote and encourage sport, fitness and recreational objectives. They are not intended to replace or relieve the responsibility of ongoing government programs in this field.

**Non-dependency principle** – Projects funded by WINTARIO must demonstrate the existence of support for any ongoing costs from sources other than WINTARIO.

**Non-profit principle** – WINTARIO grants are intended for projects of broad public good. They cannot apply to situations which might loosely be characterized as private gain.

**Accessibility principle** – The benefits of WINTARIO-supported projects are intended to be available to the general public.

## What types of project costs are eligible?

1. Purchase of Land and Buildings
  - as required for the immediate capital project
  - can include additional land for parking, rights-of-way
2. Professional Fees
  - lawyer (related to land and building purchase)
  - land surveyor
  - appraiser
  - architect
  - engineer (soil tests, structural testing, building inspection, and reports)
  - project-specific consultant (expert in particular field)
  - project manager
  - cost control consultant (quantity surveyor)
3. Design Competition Costs
4. Permits and Municipal Inspection Fees
5. Bid Depository Fees (Tendering Costs)
6. Site Office Rental (Rental of Site Services)
7. Construction Costs directly associated with the project:
  - demolition
  - service connections
  - excavation and site work
  - equipment rentals
  - materials
  - labor
  - contractor (overhead/profit)
  - contingency
  - insurance
  - heating and enclosure costs for winter construction
  - inspection fees (concrete testing, steel testing)

Specifically excluded are maintenance and repair items which should be included in a regular maintenance program and funded from an operating budget.

Also excluded are elements of facility which are not directly related to sports, fitness or recreational program activities.

8. Specifically excluded are any costs associated with energy conservation. Applicants are encouraged to discuss conservation projects with the Ministry of Energy.

9. Fixed Equipment can include all fixed furnishings, fittings and equipment permanently installed in the facility that are necessary to make an area suitable for a particular use, function or operation:

- heating, ventilating, air conditioning equipment
- security devices, fire alarms, audio and/or video installations
- lighting systems
- floor coverings/interior finishes
- signage for building identification or internal direction

Specifically excluded are maintenance and repair items of fixed equipment which should be included in a regular maintenance program and funded from an operating budget. Also excluded are items of fixed equipment which are not directly related to sports, fitness or recreational program activities. Portable equipment and furnishings are not eligible for assistance.

10. Costs connected with financing the project are not eligible for assistance (e.g., bridge financing, interest charges, fund-raising costs).

## What is the funding formula?

In Northern and Eastern Ontario, a grant of up to one-half of the first \$1.0 million of net eligible cost of a project after all other approved provincial or federal grants are deducted, together with one-tenth of the remaining net eligible cost which exceeds \$1.0 million may be available.

In Southern and Western Ontario, a grant of up to one-third of the first \$1.5 million of net eligible cost of a project after all other approved provincial or federal grants are deducted, together with one-tenth of the remaining net eligible cost which exceeds \$1.5 million may be available.

Please refer to the map to determine the geographic boundary which affects the funding formula for your project.

You may request less than the maximum grant amount for which you may be eligible. In any case, you should request only the amount you need to complete your project, as WINTARIO will not provide funds in excess of the amount needed to complete the project.

## How do you apply?

Please complete the application following the directions on the form and forward to the Ministry of Tourism and Recreation office serving your area. Application forms and further assistance are



## Northern and Eastern Ontario



available from your local Ministry office.

Applications will be accepted between April 1 and September 30, 1983 for those applicants requesting funds in the provincial government's next fiscal year 1984-85.

A complete application must be received by September 30, 1983 and confirmed as accepted by the ministry before any capital project is commenced for which a WINTARIO Capital Grant is being requested.

If a project is commenced before the ministry's acknowledgement of receipt of a complete application, the application will not be eligible for consideration.

Any minor preliminary expenditures (e.g., architect's fees, consultant's fees, etc.) before the date of the ministry's confirmation of acceptance of a complete application will not be considered as commencement of a project. However, such costs will not be eligible for consideration as part of the project cost for grant purposes.

In order for an application to be considered complete, all of the requirements identified on the application form must be complied with. Commitment of a WINTARIO Capital Grant is subject to the availability of proceeds from the WINTARIO lottery. Therefore, if the financing and successful completion of a project is dependent on WINTARIO funding, applicants are strongly advised not to commence work or make contractual commitments until they have received approval and commitment for a grant.

## How are capital projects assessed?

Applications will be evaluated by the ministry after September 30, 1983. Applicants with multiple applications must prioritize them. All grant requests will be assessed within the principles and objectives of the WINTARIO Capital Program and the following selection criteria:

- Degree of adherence to program objectives.
- Degree to which the proposal is consistent with municipal sports, fitness and recreational objectives and priorities. Non-municipal organizations are encouraged to have municipal councils confirm that their project fits into the overall plan for the provision of leisure services and is a necessary addition to the local public sports, fitness and recreational amenities.
- Degree of community involvement in the planning, development and implementation of the project.
- Amount and sources of non-Wintario financial support for capital costs.
- Degree of commitment of the community as a whole and the eventual users to continue to support ongoing operating and maintenance costs of the facility.
- Degree to which the facility is accessible to all members of the general public.
- Extent of improvement in the quality and quantity of sports, fitness and recreational services in the community as a result of the project.
- Degree to which the proposal creates opportunities for partnerships between the people affected, public agencies, and other organizations providing sport, fitness and recreational services.
- Degree to which the proposal redresses present imbalances in the availability of sport, fitness and recreational facilities.
- Degree to which the funds available are reasonably distributed throughout the Province.

In order that all applications can be properly assessed and the necessary consultation undertaken, applicants are advised that a minimum period of three months after the application closing date will be required by the ministry.

If your project is approved for a grant within the Wintario Capital budget allocation, for funding in the following fiscal year, you will receive a letter from the minister. All commitments for funding will be given according to the WINTARIO Capital Grant funding formula and will be based on the estimated cost of the project as indicated in the application. Such commitments will be up to a maximum amount and cannot subsequently be increased, should project costs rise for any reason.

## How will the balance of the project be financed?

You must demonstrate to the ministry that you have the ability to finance the remaining balance of the project cost. This financing could be all private, derived from fundraising proceeds and cash donations, all municipal, derived from the tax-base, or a combination of both. Voluntary donations of labor and materials may form part or all of the balance of the project. However, please be

advised that payment of any WINTARIO grant cannot exceed the actual cash expenditures of the project. The value of donated labor and materials will be assessed in the following way: donated labor of skilled tradespeople working at their trade is eligible on the basis of trade rates currently payable for comparable work in the area where the project is located. The value of unskilled volunteer labor should be based on the current construction minimum wage established by the Ministry of Labor. Professional fees related to eligible costs of facility development are eligible at fair market value for such services.

Provision of materials and the use of construction equipment are eligible at fair market value if such goods or services were to be purchased.

The intention of the WINTARIO program is to share in projects which are financially viable. Consequently, the balance of funds or other assistance required to complete the project should be of a nature which will not place a burden of capital debt on the owner of the facility which cannot be absorbed into the ongoing operational budgeting without creating hardship for the organization or the community.

Applicants who intend to finance the remaining portion of the capital cost by any means of indebtedness (i.e., mortgages, bank loans, debentures, etc.) must demonstrate the ability to carry the ongoing costs of repayment of principal and interest, by providing a planned budget for the retirement of such indebtedness.

As one of the objectives of the program is to encourage the reduction of operating costs and the effective use of local and provincial financial resources, applications for projects that may be considered without capital debt or financing and that will not have adverse impact on operational viability will have a higher priority in assessment. Applications from municipalities may be assessed in consultation with the local offices of the Ministry of Municipal Affairs and Housing, where appropriate, to evaluate the feasibility of capital financing and availability of operating resources.

## **What are the ministry requirements for a selection/tendering process?**

The ministry is concerned that any project receiving WINTARIO assistance shall represent reasonable value for money and shall not involve a conflict of interest. If your project is approved for a WINTARIO grant, the ministry will require that an appropriate process of competitive pricing or tendering is followed when the project is carried out.

Preference should be given to the purchase of Canadian goods and services over those manufactured and supplied from abroad. In the evaluation of tenders, a price preference of up to 10 per cent is allowed in respect of Canadian economic activity and content. If you are not able to comply with this policy, the ministry must be advised.

Except for the preferences to be given to the purchase of Canadian goods and services, the ministry will expect that the lowest price or prices will be used or that an acceptable explanation be provided and reserves the right to pay any grant on the basis of the lowest price or prices. Prior to payment of a WINTARIO grant, the ministry will require confirmation that these requirements have



been met, unless any necessary exceptions have previously been explained to and accepted by the ministry.

## What will the operating costs of the facility be?

When completing the application form, you are required to provide information to demonstrate the ongoing operating costs of the facility and the anticipated sources and availability of funds to maintain and operate the facility.

## What are the terms and conditions?

By signing the application form for a WINTARIO Capital Grant, you will be accepting the following terms and conditions:

### 1. Definitions:

“Facilities” means the land and building for which a WINTARIO Capital Grant is made.

“project” means the acquisition or improvement of the facilities, as detailed in the application.

### 2. Time:

These terms and conditions will be in effect for 20 years from the date of the minister’s letter of approval.

### 3. Credit:

The recipient must acknowledge the support of WINTARIO and of the ministry in all advertising, publicity and construction signs relating to the facilities and in any permanent tributes to donors displayed on the site.

### 4. Purpose:

Grants must be used only for the purposes spelled out in the ministry’s letters of approval. Changes in the project may only be made with the ministry’s written approval. If any of the funds are not used for approved purposes, or if these terms and conditions are breached, the grant must be repaid.

**ANY UNUSED PORTION OF THE GRANT REMAINS THE PROPERTY OF THE MINISTRY.**

### 5. Disposal of facilities etc. Ministry consent:

The recipient must not sell, lease or otherwise dispose of the facilities without the ministry’s consent. The recipient must not mortgage or encumber the facilities for more than the total value of the facilities minus the amount of the WINTARIO grant, without the ministry’s consent. The recipient must not assign this application or the grant, without the ministry’s consent. The ministry may impose terms and conditions on its consent, and may require the repayment of the grant.

### 6. Repayment of grant:

The ministry may also require repayment of the grant if the recipient: (i) ceases to operate the facilities, (ii) winds up or dissolves, (iii) changes from a non-profit to a profit corporation, (iv) breaches the Human Rights Code in the construction or operation of the facilities, or (v) has knowingly provided any false information in this application.

7. **Instalments:**

The grant will be paid in instalments determined by the ministry based on the progress of construction. Construction of the facilities must begin before the end of the fiscal year in which the grant becomes payable or all remaining instalments may be cancelled. However, no grant will be made if construction has begun before a complete application has been received and acknowledged by the ministry.

8. **Facilities accessible to public:**

The facilities must be open to the public at all reasonable times. If the applicant has a fee-paying membership, the facilities must be open to the public whenever they are open to the members. Applicants who have a membership must welcome new members and other members of the public who wish to use the facilities, and must indicate this by appropriate signs and in local newspapers.

9. **Financial records:**

The recipient's financial records are subject to audit at any time by the internal auditors of the ministry and by the Provincial Auditor. All financial statements and records relating to the project must be maintained by the recipient for at least three years. Other laws may require that financial records be kept for a longer period.

10. **Insurance:**

The recipient must keep the facilities insured against property damage and third party liability. If the facilities are damaged or destroyed, the grant must be repaid out of the insurance proceeds unless those proceeds are used to rebuild the facilities. The recipient must also reimburse the ministry if expenses are incurred by the Crown because of third party claims arising from the grant.

11. **Report:**

Recipients must report to the ministry on completing the project. The report should include all details requested by the ministry. The recipient will not be eligible for further ministry grants until a satisfactory account has been made of all previous projects assisted by the ministry.

12. **Repayment of grant:**

If required, the grant shall be repaid by a cheque payable to the Treasurer of Ontario, and mailed to your local office of the Ministry of Tourism and Recreation.

13. **Additional conditions:**

Additional terms and conditions may be imposed in the ministry's letter of approval.

Ministry of  
Tourism and  
Recreation  
Offices

Contact	Serving
495 Richmond St., 5th Floor LONDON, Ontario. N6A 5A9 (519) 438-2947	Middlesex, Lambton, Elgin, Oxford and Kent
250 Windsor Ave., 6th Floor WINDSOR, Ontario. N7A 1J2 (519) 256-4919	Essex
427 Tenth Street HANOVER, Ontario. N4N 1P8 (519) 364-1626	Bruce, Grey, Huron and Perth
Ontario Government Building 119 King St. West, 8th Floor P.O. Box #2112 HAMILTON, Ontario. L8N 3Z9 (416) 521-7229	Hamilton-Wentworth, Halton and Brant
Erb Centre, Suite #307 55 Erb St. East WATERLOO, Ontario. N2J 4K8 (519) 886-3520	Region of Waterloo, Wellington and Dufferin
71 King St., Suite #301 ST. CATHARINES, Ontario L2R 3H7 (416) 688-6472	Niagara and Haldimand-Norfolk
700 Bay St., 8th Floor TORONTO, Ontario. M7A 2R9 (416) 965-0283	Metropolitan Toronto, Peel
114 Worsley Street BARRIE, Ontario. L4M 1M1 (705) 737-3301	Simcoe, Muskoka, York
305 Stewart Street PETERBOROUGH, Ontario K9J 3N2 (705) 748-3711	Peterborough, Haliburton, Northumberland, Victoria, Durham



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1055 Princess St., Suite #304  
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280 Pinnacle St., Suite #3  
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Nipissing, Parry Sound

199 Larch St., 4th Floor  
SUDBURY, Ontario. P3E 1C4  
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Sudbury, Manitoulin and  
Algoma  
(east of Iron Bridge)

390 Bay St., 3rd Floor  
Elgin Tower  
SAULT STE. MARIE, Ontario.  
P6A 1X2  
(705) 942-3751

Algoma, (West of and including  
Iron Bridge)

22 Wilcox St., 2nd Floor  
TIMMINS, Ontario. P4N 3K6  
(705) 267-7117

Cochrane, Temiskaming  
and Hwy. 101

1825 Arthur St., E., 2nd Floor  
THUNDER BAY, Ontario.  
P7E 5N7  
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